

Note: Please submit on company letterhead with original signature including title.

(Date)

Mr. Danny Halden, P.E.
City of Round Rock
Public Works Department
2008 Enterprise Drive
Round Rock, TX 78664

RE: (Project)

Dear Mr. Halden:

This letter is to inform you that the above-referenced project is complete. To the best of my information and belief, the contractor(s) has complied with the regulations contained in chapter eight (8) of the Round Rock City Code and I am requesting final acceptance for maintenance of the completed improvements by the City of Round Rock.

Sincerely,

(Subdivider)

SAMPLE
Developer Letter Requesting Acceptance